

# REQUEST FOR OFFER

RFO #: CPGP0068

For:  
Public Comment Services

For: Non-IT Services

Date: March 5, 2021

You are invited to review and respond to this Request for Offer (RFO). To submit an offer for these services, you must comply with the instructions contained in this document, as well as the requirements stated in the State's Scope of Work (SOW), Attachment A and B. By submitting an offer, your agency agrees to the terms and conditions stated in this RFO and your proposed MSA contract.

Read the attached document carefully. The RFO due date is March 19, 2020 at 5:00 pm. Responses to this RFO must be submitted by electronic mail to the email address listed below:

BSCC Procurement Inbox  
[procurement@bscc.ca.gov](mailto:procurement@bscc.ca.gov)

**A. Background of the RFO**

The Juvenile Justice Reform Act (JJRA) of 2018 is the federal statute that establishes the Title II Grant Program. The U.S. Office of Juvenile Justice and Delinquency Prevention (OJJDP) administers the grant, in part, by awarding grants to states to support delinquency prevention and juvenile justice system improvement. The Board of State and Community Correction (BSCC) is the state agency that receives and administers California's Title II award. The BSCC must competitively award the majority of these funds to units of local government, nonprofit, nongovernmental organizations (NGOs) (referred to as local private agencies in the JJRA), and Native American tribes consistent with the purpose and intent of the JJRA.

OJJDP requires states that receive Title II awards to establish a State Advisory Group to advise on Title II activities. In California, this Advisory Group is the State Advisory Committee on Juvenile Justice and Delinquency Prevention (SACJJDP). The SACJJDP is a Governor-appointed committee serving as a standing BSCC Executive Steering Committee (ESC) that works on behalf of the Governor to support policy and programs that improve outcomes for young people in the justice system.

In order to receive Title II funding, each state must submit a 3-year juvenile justice State Plan to OJJDP that describes the planned areas of focus. The SACJJDP developed California's 2018-2020 State Plan, which was then approved by the Board and accepted by OJJDP. During the development of the state plan, the SACJJDP determined the areas of focus and types of community programs to support with Title II grant funds. The SACJJDP previously set the following priorities in the 2018-2020 3-Year State Plan:

- Aftercare/Reentry
- Alternatives to Detention and Placement
- Community Based Services
- Diversion
- Mental Health Services
- Mentoring, Counseling, and Training Programs

The SACJJDP is currently developing the 2021-2023 3-year state plan that will determine the local program areas of focus and types of programs to support with Title II grant funds. The SACJJDP recognizes that ensuring the availability of diversion programs and alternatives to detention is essential to obtaining positive outcomes for youth who come in contact with law enforcement and the juvenile justice system. The intention is to support programs that provide alternatives to detention, promote youth safety and well-being while in custody with a focus on rehabilitation and building individual strengths instead of punishment for past mistakes and deficits, and provide successful and emerging reentry models. The SACJJDP is seeking community input to determine these new priorities. A list of the program purpose areas can be found in Attachment D. To obtain local input, the SACJJDP is seeking contractors based in communities to hold community meeting(s), seek input on behalf of the SACJJDP, and report to the SACJJDP the public response. The SACJJDP will award (6) six contracts up to \$5000 each. The contractors will be nonprofit, nongovernmental community-based organizations selected based on the following geographical locations:

- (1) one Large County – Northern<sup>1</sup> California
- (1) one Large County – Southern<sup>2</sup> California
- (1) one Medium County – Northern California
- (1) one Medium County – Southern California

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<sup>1</sup> For purposes of this RFO, Northern California counties include: Alameda, Alpine, Amador, Butte, Calaveras, Colusa, Contra Costa, Del Norte, El Dorado, Fresno, Glenn, Humboldt, Inyo, Kings, Lake, Lassen, Madera, Marin, Mariposa, Mendocino, Merced, Modoc, Mono, Monterey, Napa, Nevada, Placer, Plumas, Sacramento, San Benito, San Francisco, San Joaquin, San Mateo, Santa Clara, Santa Cruz, Shasta, Sierra, Siskiyou, Solano, Sonoma, Stanislaus, Sutter, Tehama, Trinity, Tulare, Tuolumne, Yolo, and Yuba.

<sup>2</sup> For purposes of this RFO, Southern California counties include: Imperial, Kern, Los Angeles, Orange, Riverside, San Bernardino, San Diego, Santa Barbara, San Luis Obispo and Ventura.

(1) one Small County

\*Large/Medium/Small determined by the CA Department of Finance Population Data (Attachment C).

In addition, the SACJJDP has set aside (1) one contract specifically for outreach to federally recognized Native American tribes. Eligible contractors can include a federally recognized tribe or nonprofit organization that works with tribal youth in partnership with a tribe. The amount of this contract will be up to \$5,000.

If an offer is not received from one of the set-aside geographic locations above or from a Native American tribe, the contractors will be selected from the entire pool of offers.

## **B. Purpose and Description of Services**

The purpose of this Request for Offer (RFO) is to solicit proposals from local nonprofit organizations and Native American Tribes to hold community meetings for the purpose of receiving community feedback on the specific juvenile justice system needs in the local area:

- Provide feedback on the communities' priority of the Program Purpose Areas described in Attachment D.
- Identify the most important purpose areas for your community and why.
- Prepare the system involved youth participants in advance of the community meeting(s).
- Provide feedback on programs that have changed the life of the youth engaged in the juvenile justice system, including reducing recidivism.

If necessary, nonprofit organizations and Native American Tribes may provide trackable incentives for meeting participation of no more than \$50 per person (i.e., gift cards, food, etc.) in meetings for youth, family, and community members who have had contact or interest in the juvenile justice system.

## **C. Key Action Dates**

| <b>Event</b>                 | <b>Date</b>                            |
|------------------------------|--|
| Release of RFO               | Friday, March 5, 2021                  |
| Q & A Questions Due          | Friday, March 12, 2021 by 5:00 pm      |
| Q & A Responses Posted       | Tuesday, March 16, 2021 by 5:00 pm     |
| Final Offers Due             | Friday, March 19, 2021 by 12:00 pm     |
| Proposed Award Date          | Tuesday, March 23, 2021                |
| Estimated Contract Initiated | Tuesday, April 6, 2021                 |
| Project Period End Date      | Thursday, May 20, 2021 SACJJDP Meeting |

All questions must be emailed to the BSCC Procurement Inbox ([procurement@bscc.ca.gov](mailto:procurement@bscc.ca.gov)). Answers to questions will be emailed out from this email address, to all offerors, by the due date listed above.

## **D. RFO Response Requirements**

This RFO and the offeror's response to this document will be made part of the ordering department's STD. 213 Contract and Procurement Contract File.

Responses must contain all requested information and conform to the format described in this section. It is the offeror's responsibility to provide all necessary information for the State to evaluate the

response, verify requested information, and determine the offeror's ability to perform the tasks and activities defined in the State's Scope of Work, Attachment A and Cost Worksheet, Attachment B.

- 1) The offeror must submit one (1) email copy of their response to the BSCC Procurement Inbox listed on the coversheet of this RFO.
- 2) Bidder Declaration – Departments must offer procurement opportunities to California certified Small Business (SB), Microbusiness (MB), Nonprofit Veteran Service Agency (NVSA), and Disabled Veteran Business Enterprise (DVBE), whenever possible.

Click here to access the [Bidder Declaration, GSPD 05-105](#)

- 3) DVBE Declarations – When a DVBE contractor or subcontractor will provide materials, supplies, services, or equipment, the State must obtain declaration from certified DVBEs pursuant to Military and Veterans Code Sections 999.2(b) through 999.9.

Click here to access the [DVBE Declarations Form, DGS PD 843](#)

#### **E. RFO Response Content**

The majority of the information required to respond to this RFO is contained in the State's Scope of Work (Attachment A) and Cost Worksheet (Attachment B).

- 1) Response to State's Scope of Work, Attachment A: Provide a summary addressing the following criteria (up to 2 pages)
  - State your organization's location as a Native American Tribe; or the County and County designation as Large/Medium/Small as determined by the CA Department of Finance Population Data in Attachment C.
  - State the applicant organization type, county and geographic location (Attachment C), and the amount of funding requested. E.g.
    - ABC community-based organization, Alameda County - Northern California, \$3500
    - ABC Tribe, Los Angeles County - Southern California, \$3585
  - State your experience that includes, but is not limited to, providing community outreach or services to juvenile justice system involved youth and their families.
  - Plan to recruit the designated populations to participate in the community meeting(s).
  - If necessary, ability to track incentives to encourage participation in meeting(s).
- 2) Response to Attachment B

#### **F. Contract Award**

Award of a contract resulting from this RFO will be based on location and ability to provide the services and deliverables within the allotted time.

#### **G. Review of Offers for Award**

Responses to this RFO will be first reviewed for responsiveness to the requirements listed in Attachments A and B. If a response is missing information required in any Attachment, it may be deemed not responsive.

## Attachment A: Scope of Work

### A. SCOPE AND DESCRIPTION

- 1) Hold community meeting(s) (at least 1) to discuss the local juvenile justice program needs at all points of contact for youth under the age of 26 and their families. Input and participation from people of all ages is welcome; the focus of the State Plan is on young people up to age 26. Meeting(s) must be completed by May 10, 2021. Meeting(s) may be virtual or in person if allowable in your community.
- 2) Provide a written report to the BSCC by May 17, 2021, on findings from the community input meeting(s) (five-page limit). The report must include demographic breakdown of participants (age, past or present system involved, race, gender, etc.), number of meetings held, and summary of recommendations.
- 3) Provide a virtual presentation of not more than 10 minutes to the SACJJDP of the findings at the May 20, 2021 SACJJDP meeting.
- 4) Provide feedback in the virtual presentation on additional issues beyond the list of priorities in attachment D that surface during the community input meeting(s).

| <u>Board of State and Community Corrections</u>                                     | <u>Contractor</u> |
|---|-------------------|
| Name: Timothy Polasik   | Name:             |
| Phone: (916) 621-2853   | Phone:            |
| Email: <a href="mailto:timothy.polasik@bscc.ca.gov">timothy.polasik@bscc.ca.gov</a> | Email:            |
| Address: 2590 Venture Oaks Way, Suite 200<br>Sacramento, CA 95833                   | Address:          |

### B. STATE RESPONSIBILITIES

BSCC IT Staff will provide Technical Assistance to the selected contractors throughout the performance period of the contracts.

### C. CONTRACTOR RESPONSIBILITIES

The contractor will provide technology, software, and meeting(s) space (if required) to complete the deliverables of the contract. The contractor will track all funds used as participation incentives in a manner that allows for tracking funds to individual participants for audit purposes.

**Attachment B: Cost Worksheet**

Amount paid will be determined by the number of hours worked, the cost of supplies, and participation incentives (if applicable).

| Expense Type (include detail of cost per item)       | Total Cost |
|--|------------|
| Example: Event manager \$20/hr. for 20 hours = \$400 | \$400      |
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|  |            |

**MAX TOTAL COST** \_\_\_\_\_

**Attachment C: County Population Index**  
Source: California Department of Finance, Population Estimates, January 1, 2020

**Large Counties (700,001+)**

|                    |            |
|--------------------|------------|
| Alameda            | 1,670,834  |
| Contra Costa       | 1,153,561  |
| Fresno             | 1,230,358  |
| Kern               | 917,553    |
| Los Angeles County | 10,172,951 |
| Orange             | 3,194,332  |
| Riverside          | 2,442,304  |
| Sacramento         | 1,555,365  |
| San Bernardino     | 2,180,537  |
| San Diego          | 3,343,355  |
| San Francisco      | 897,806    |
| San Joaquin        | 773,632    |
| San Mateo          | 773,244    |
| Santa Clara        | 1,961,969  |
| Ventura            | 842,886    |

**Medium Counties (200,001-700,000)**

|                 |          |
|-----------------|----------|
| Butte           | 210,291  |
| Marin           | 260,831  |
| Merced          | 2283,521 |
| Monterey        | 441,143  |
| Placer          | 403,711  |
| San Luis Obispo | 277,259  |
| Santa Barbara   | 451,840  |
| Santa Cruz      | 271,233  |
| Solano          | 440,224  |
| Sonoma          | 492,980  |
| Stanislaus      | 557,709  |
| Tulare          | 479,977  |
| Yolo            | 221,705  |

**Small Counties (<200,001)**

|           |         |
|-----------|---------|
| Alpine    | 1,142   |
| Amador    | 37,676  |
| Calaveras | 45,023  |
| Colusa    | 21,902  |
| Del Norte | 27,298  |
| El Dorado | 193,227 |
| Glenn     | 29,400  |
| Humboldt  | 133,302 |
| Imperial  | 188,777 |
| Inyo      | 18,584  |
| Kings     | 153,608 |
| Lake      | 64,040  |
| Lassen    | 28,833  |
| Madera    | 158,147 |
| Mariposa  | 18,067  |

|            |         |
|------------|---------|
| Mendocino  | 87,946  |
| Modoc      | 9,570   |
| Mono       | 13,464  |
| Napa       | 139,088 |
| Nevada     | 98,114  |
| Plumas     | 18,260  |
| San Benito | 62,353  |
| Shasta     | 178,045 |
| Sierra     | 3,201   |
| Siskiyou   | 44,461  |
| Sutter     | 100,750 |
| Tehama     | 65,129  |
| Trinity    | 13,548  |
| Tuolumne   | 54,917  |
| Yuba       | 78,887  |

## Attachment D: Program Purpose Areas

### **Aftercare/Reentry**

Community-based programs that prepare targeted youth to successfully return to their homes and communities after confinement in a training school, youth correctional facility, or other secure institution. These programs focus on preparing youth for release and providing a continuum of follow up post-placement services to promote successful reintegration into the community.

### **After-School Programs**

Programs that provide at-risk youth and youth in the juvenile justice systems with a range of age-appropriate activities, including tutoring, mentoring, and other educational and enrichment activities.

### **Alternatives to Detention**

These are community- and home-based alternatives to incarceration and institutionalization including for youth who need temporary placement such as crisis intervention, shelter and after-care and for youth who need residential placement such as a continuum of foster care or group home alternatives that provide access to a comprehensive array of services.

### **Child Abuse and Neglect Programs**

Programs that provide treatment to juvenile offenders who are victims of child abuse or neglect and to their families to reduce the likelihood that such youth offenders will commit subsequent violations of law.

### **Community-Based Programs and Services**

These programs and services are those that work pre- and post-confinement. These programs include;

(A) community-based alternatives (including home-based alternatives) to incarceration and institutionalization including—

- (i) for status offenders and other youth who need temporary placement: crisis intervention, shelter, and after-care;
- (ii) for youth who need residential placement: a continuum of foster care or group home alternatives that provide access to a comprehensive array of services; and
- (iii) for youth who need specialized intensive and comprehensive services that address the unique issues encountered by youth when they become involved with gangs;

(B) community-based programs and services to work with—

- (i) status offenders, other youth, and the parents and other family members of such offenders and youth to strengthen families, including parent self-help groups, so that juveniles may remain in their homes;
- (ii) juveniles during their incarceration, and with their families, to ensure the safe return of such juveniles to their homes and to strengthen the families; and
- (iii) parents with limited English-speaking ability, particularly in areas where there is a large population of families with limited-English speaking ability;

### **Delinquency Prevention**

Comprehensive juvenile justice and delinquency prevention programs that meet needs of youth through collaboration of the many local systems before which a youth may appear, including schools, courts, law enforcement agencies, child protection agencies, mental health agencies, welfare services, health care agencies and private nonprofit agencies offering youth services.

### **Gangs**

Programs, research, or other initiatives primarily to address issues related to youth gang activity. This program area includes prevention and intervention efforts directed at reducing gang-related activities.

**Graduated and Appropriate Sanctions**

Programs to encourage courts to develop and implement a continuum of post-adjudication restraints that bridge the gap between traditional probation and confinement in a correctional setting. Services include expanded use of probation, mediation, restitution, community service, treatment, home detention, intensive supervision, electronic monitoring, translation services and similar programs, and secure, community-based treatment facilities linked to other support services such as health, mental health, education (remedial and special), job training and recreation. Programs to assist in design and use of evidenced-based risk assessment instruments to aid in application of appropriate sanctions.

**Hate Crimes**

Programs to prevent and reduce hate crimes committed by youth.

**Job Training**

Projects to enhance the employability of youth or prepare them for future employment. Such programs may include job readiness training, apprenticeships, and job referrals.

**Learning and Other Disabilities**

Programs concerning youth delinquency and disability including on-the-job training to assist community services, law enforcement and juvenile justice personnel to recognize and provide for learning and other disabled juveniles.

**Mental Health Services**

Programs providing mental health services for youth in custody in need of such services including, but are not limited to assessment, development of individualized treatment plans, and discharge plans.

**Mentoring, Counseling and Training Programs**

Programs to develop and sustain a one- to-one supportive relationship between a responsible adult age 18 or older (mentor) and an at-risk youth, youth who have offended or youth with a parent or legal guardian who is or was incarcerated (mentee) that takes place on a regular basis. These programs may support academic tutoring, vocational and technical training, and drug and violence prevention counseling.

**Positive Youth Development**

Programs that assist delinquent and at-risk youth in obtaining a sense of safety and structure, belonging and membership, self-worth and social contribution, independence and control over one's life, and closeness in interpersonal relationships.

**Probation**

Programs to expand use of probation officers particularly to permit nonviolent youth offenders including status offenders to remain with their families as an alternative to incarceration or institutionalization and to ensure youth meet terms of their probation.

**Protecting Juvenile Rights**

Projects to develop and implement activities focused on improving services for and protecting the rights of youth affected by the juvenile justice system, including hiring court-appointed defenders, providing training, coordination, and innovative strategies for indigent defense services.

**School Programs**

Education programs or supportive services in traditional public schools and detention/corrections education settings to encourage youth to remain in school or alternative learning programs, support transition to work and self-sufficiency, and enhance coordination between correctional programs and juveniles' local education programs to ensure the instruction they receive outside school is aligned with that provided in their schools and that any identified learning problems are communicated.

**Substance and Alcohol Abuse**

Programs, research, or other initiatives to address the use and abuse of illegal and other prescription and nonprescription drugs and the use and abuse of alcohol. Programs include control, prevention, and treatment.

**Deinstitutionalization of Status Offenders**

Programs, research, or other initiatives to eliminate or prevent the placement of accused or adjudicated status offenders and nonoffenders in secure facilities, pursuant to the requirement at 42 U.S.C. § 5633(a)(11).

**Disproportionate Minority Contact**

Programs, research, or other initiatives primarily to address the disproportionate number of youth members of minority groups who come into contact with the juvenile justice system, pursuant to the requirement at 42 U.S.C. § 5633(a)(22).

**Diversion**

Programs to divert youth from entering the juvenile justice system including restorative justice programs such as youth or teen courts, victim-offender mediation and restorative circles.

**Gender-Specific Services**

Services to address offenders' gender-specific needs, especially that of female offenders in the juvenile justice system.

**Indian Tribe Programs**

Programs to address youth justice and delinquency prevention issues for Indian Tribes and Alaska Natives.

**Indigent Defense**

Hiring court-appointed defenders, providing training, coordination and innovative strategies for indigent defense.

**Jail Removal**

Programs, research, or other initiatives to eliminate or prevent the detention or confinement of youth in adult jails and lockups, as defined in the JJDP Act at 42 U.S.C. § 5603 (a)(13).

**Juvenile Justice System Improvement**

Programs, research, and other initiatives to examine issues or improve practices, policies, or procedures on a system-wide basis (e.g., examining problems affecting decisions from arrest to disposition and detention to corrections).

**Reducing Probation Officer Caseloads**

Incentive grants to units of general local government that reduce the caseload of probation officers within such units. Grants may not exceed 5 percent of award excluding SAG allocation.

**Rural Area Juvenile Programs**

Prevention, intervention, and treatment services in an area located outside a metropolitan statistical area as designated by the U.S. Bureau of the Census.

**Separation of Juveniles from Adult Inmates**

Programs that ensure that youth will not be detained or confined in any institutions where they may come into contact with adult inmates, pursuant to the JJDP Act at 42 U.S.C. 5633(a)(12).